

Minutes of the  
Dodge County Highway Committee Meeting  
May 2, 2019

**CALL TO ORDER:** The meeting of the Dodge County Highway Committee was called to order by the Chairman at 8:30 a.m. on May 2, 2019 in the Dodge County Highway building.

**ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD SUPERVISOR**

**ATTENDANCE:** The following members were present – Jeffrey Caine, Richard Fink, David Frohling, Jeff Berres, and William Muche. There were no non-Committee County Board Supervisors in attendance. Commissioner Brian Field, Assistant Commissioner Peter Thompson, County Administrator Jim Mielke, and County Board Chairman Russell Kottke were also present. The following people were present for part of the meeting: Patrol Superintendent Nate Minnig, Shop Superintendent John Haase, Office Manager Beth Narr, Town of Fox Lake Supervisors Steve Eisenga and Wayne Kok, Carrey Terlisner and Bridget Mayes from Marshview Riders, Town of Hustisford Chairman Dave Margelofsky, and Alan Egelseer.

**PUBLIC COMMENT:** There were no public comments.

**APPROVAL OF THE MINUTES OF THE APRIL 11, 2019 MEETING:** Motion by Berres and seconded by Muche to approve the minutes of April 11, 2019. Motion carried.

**COMMITTEE REPORTS:** There were no Committee reports.

**APPROVE PER DIEMS AND EXPENSES:** Motion by Frohling and seconded by Fink to approve per diems and expenses for Caine and Muche for attending the April 26<sup>th</sup> listening session held by Senator Scott Fitzgerald and Representatives Mark Born and John Jagler at the Lowell Town Hall. Motion carried.

**COMMISSIONER'S REPORTS:**

- **Employee Retainage and Recruitment Update** – Beth Narr was introduced to the Committee as the new office manager. Field reported that a parts clerk submitted a retirement notice. Efforts are being made to fill shop foreman, mechanic, account technician, utility II/truck driver, building maintenance technician, and county patrolman vacancies.
- **Summer Road School Registration Review** – Caine, Fink, Muche, Thompson, and Field will attend the 2019 summer road school event June 3-5 in Wisconsin Dells.
- **Town of Lowell Legislator Listening Session** - Caine, Muche, and Field reported on the recent listening session hosted by Senator Fitzgerald, Representative Born, and Representative Jagler at the Lowell Town Hall.

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- **ERP/CHEMS Software Project Update** – County Administrator Mielke gave an update on the ERP schedule and the ERP leaderships' consideration of County Highway Expenditure Microcomputer System (CHEMS) software for Highway Department job cost accounting processes.

**PROJECT UPDATES:**

- **HMA Paving Contract** - Sealed bids were received for the 2019 hot mix asphalt paving contract. The only bid received was from Northeast Asphalt in the amount of \$1,929,532.76.
- **CTH Bridge Design** – Thompson reported on the current schedule for county trunk highway bridge replacement projects.

**INFORM COMMITTEE OF UNBUDGETED/EXCESS REVENUE APPROPRIATION:**

Field informed the Committee of an unbudgeted/excess revenue and expenditure resulting from state highway property damage repairs.

**PRELIMINARY DISCUSSION OF 2020-2024 CAPITAL IMPROVEMENT PLAN:** The Committee reviewed the 2019-2023 Capital Improvement Plan and discussed future equipment, project, and property needs.

**SET RIGHT-OF-WAY RESPONSIBILITIES FOR CTH M (CTH E – CTH JM):** It was the consensus of the Committee that Supervisors Muche and Frohling will review and recommend prices for right-of-way acquisitions on CTH M (CTH E – CTH J) and the balance of the Committee will consider and approve prices.

**REVIEW, CONSIDER, AND POSSIBLY TAKE ACTION ON THE FOLLOWING:**

- **ATV-UTV Route Applications** –Several ATV-UTV route requests from the Marshview Riders were considered. The Committee took the following action:

CTH I (Prospect Road – Walnut Road)

Motion by Berres and seconded by Muche to approve, pending Sheriff's Office report.  
Motion carried.

CTH BI (CTH I – STH 26)

Motion by Berres and seconded by Muche to approve, pending Sheriff's Office report.  
Motion carried.

CTH PS (Iowa Road – STH 33)

Motion by Berres and seconded by Fink to approve, pending Sheriff's Office report.  
Motion carried.

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CTH DW (CTH P – Idaho Road)

It was the consensus of the Committee to deny this request.

- **Request from the Town of Fox Lake to Provide Snow Removal Services** – Town of Fox Lake Supervisors Steve Eisenga and Wayne Kok discussed town road snow plowing options with the Committee. No action was taken.
- **Disposal Options for One Self-Propelled Ingersoll Rand Pneumatic Roller and Caterpillar Pad Foot Roller** – The Committee discussed disposal options for two surplus rollers - #572, a 1999 Ingersoll Rand pneumatic roller, and #573, a 1999 CAT pad foot roller. Motion by Fink and seconded by Frohling to dispose of these rollers by a method determined at the Commissioner's discretion. Motion carried.
- **Cost Participation in Driveway Paving at N1791 CTH NN** – It was the consensus of the Committee to deny a request for a cost-share agreement between Dodge County and a group of residents on CTH NN to grade and pave a residential driveway.
- **Resolution for Sale of Excess Right-of-Way on CTH E in Town of Hustisford** – Thompson presented a recommendation to sell 0.187 acres of excess right-of-way adjacent to CTH E (STH 60 – Hustisford) to Alan Egelseer for \$600.00 as approved at a previous Committee meeting. Motion by Mucche and seconded by Fink to approve this amount. Motion carried.
- **Airport Hangar Lease Transfer Request for Lot #51** – Motion by Caine and seconded by Fink to approve a hangar lease transfer for Lot #51 from Robert Hartwig to Dale Wahl. Motion carried.
- **Request to Tap Maple Trees in CTH H Right-of-Way** – It was the consensus of the Committee to deny a request by a private citizen to tap maple trees in county trunk highway right-of-way on CTH H in the Town of Lomira.

**REVIEW VOUCHER PAYMENTS:** Voucher payments were reviewed.

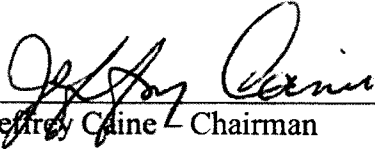
**DETERMINE NEXT MEETING DATE AND TIME:** The next meeting will be at 8:30 a.m. on May 23, 2019.

**FUTURE AGENDA ITEMS:** Local transportation funding options, 850 Mallard Drive office lease status, and the five-year capital improvement plan.

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**FIELD REVIEW:** There was no field review.

**ADJOURN:** Motion by Berres and seconded by Muche to adjourn the meeting at 11:52 a.m.  
Motion carried.

  
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Jeffrey Caine – Chairman

  
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Richard Fink – Secretary

**Disclaimer:** The above minutes may be approved, amended, or corrected at the next Committee meeting.